



## **The Work Number For Everyone 1-800-996-7566**

### **What are the benefits of this service?**

- Faster, more efficient, and more complete responses to employment verification requests
- Increased security of sensitive salary information
- Standardized verification procedures
- An audit trail to insure proper verification procedures
- Longer hours of accessibility to employment verification information
- Dedicated Client Service Center

**If you have a problem, both employees and verifiers may call The Work  
Number Client Service Center  
Monday - Friday  
7 am to 8 pm CST  
1-800-996-7566**

## **The Work Number**

**1-800-EMP-AUTH**

**[www.theworknumber.com](http://www.theworknumber.com)**

**DoD Company Code 10365**

## The Work Number for Everyone®

The Department of the Navy is pleased to offer **The Work Number for Everyone®**, an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes! This fast, secure service is used for mortgage applications, reference checks, loans applications and apartment leases. Anything you need that requires proof of employment! It is quick, easy, accurate and no cost to you!

### What Information Will be Provided to Lenders/Verifiers?

#### Basic Verification

(Usually required for reference checks.)

- Name (spelled)
- Employment status
- Most recent start date or termination date
- Total time with Navy
- Job title
- Reference number

#### Basic Plus Verification

(Usually required for small, short-term loans and apartment rentals.)

- All Basic Information **PLUS**
- Total rate of pay
- Pay frequency
- Reference number

#### Full Verification

(Usually required for all major loans, including mortgages.)

- All Basic Plus information **PLUS**
- Gross earnings year to date
- Gross earnings for prior 2 years
- Reference number

### What is Required to Access the Information?

**To access basic Information, provide the lender/verifier with:**

- The DoD Company Code **10365**
- Your Social Security Number
- The number to call for their express verification

**1-900-555-WORK**

**To access Basic Plus Information, provide the lender/verifier with:**

- DoD Company Code **10365**
- Your Social Security Number
- An **Authorization Code**
- The number to call for their express verification

**1-900-555-WORK**

**To access Full Information, Provide the lender/verifier with:**

- DoD Company Code **10365**
- Your Social Security Number
- An **Authorization Code**
- The number to call for their express verification

**1-900-555-WORK**

### How is an Authorization Code Obtained?

You dial **1-800-EMP-AUTH** or go to [www.theworknumber.com](http://www.theworknumber.com)

When prompted, enter:

- The DoD Company Code, **10365**
- Your Social Security Number
- Your 4 digit PIN (Birthdate mm/dd)

Example: Birthdate of July, 22 = 0722

Record the six-digit Authorization Code for future reference. This code is to be given to the lender/verifier in order for them to access the Basic Plus and Full verification levels.

### How Many Authorization Codes can be active, and how long are they valid?

You can have a maximum of 3 codes active at one time. Each code can be used only once, by the verifier. The codes are active for 6 months before deleted from the system.